

PERMIT INSTRUCTIONS

You will need the latest version of Adobe Acrobat Reader DC – please update with this free upgrade by using the following link. <https://get.adobe.com/reader/> Please use Internet Explorer or Firefox. Chrome does not work.

1. Once you have upgraded adobe, begin filling out the Application for Permit by using the following link.
 - a. Form Section 1 - Provide the Name and Address of the Applicant and an accurate telephone number and email address to properly communicate with the Town. This information will be used to communicate regarding application questions, scheduling, and completion.
 - b. Form Section 2 – Provide the information requested on any Partners, limited or otherwise.
 - c. Section 3 - The applicant shall provide the information requested on all **vehicles** that shall be used for the purpose of collection and/or transportation of refuse, construction and demolition debris and recyclables within the Town of Southampton. The fee to the Carter shall be based upon the sum of the first vehicle as \$250 and the subsequent vehicles assessed at a \$25/vehicle fee. This fee will be charged regardless of what time of the year the applicant provides information. The first year sticker will be valid until December 31, 2019. This is an annual fee and information request.
 - d. Section 4 – The applicant shall provide the information requested in this section based on materials collected within the Town of Southampton in the last calendar year. While the Town will not request actual scale tickets, information should be provided based on actual data collected and sorted by the Applicant in a good faith effort.
 - e. The Applicant shall indicate the primary cliental, albeit Residential Wastes, Commercial Wastes or Construction and Demolition Wastes.
 - f. The Applicant shall affirm that the information is true to the best of their knowledge and based on actual scale tickets by the applicant.
 - g. You will need to save this application form on your desktop or other folder on your computer.

2. You may advance the application process by uploading the application form to the Town E Permits portal by <https://epermits.southamptontownny.gov/eCarters>
 - a. Please note first time users will need to create an account.
 - b. Select Application Type: **Waste Management Carter Permit – Next Step**
 - c. Enter the total number of vehicles listed in Section 3 of the form. – *Next Step*.
 - d. You will need to upload the application file saved in Step 2, to do this,
 - i. select **Application Accepted (PDF) – Waste Mgmt (*.pdf)** –
 - ii. clicking Browse – upload the file you saved and selecting the file saved in Step 2.
 - iii. Click **Add Document**
 - iv. *Next Step*
 - e. Click on **Default Activity Steps for the Selected Permit Type – Next Steps**
 - f. Review the application information submitted thus far.
 - g. Affirm all information is correct and click **Process My Application**.
 - h. Click Process.

You will receive an email as a receipt, this will include your Application Number. When the Town reviews the application, confirms the fee, an email will be sent to include the company name, and permit number. Please print this email, and pick up permit decals at the Municipal Works Office, located in the lower level of Town Hall (116 Hampton Road, Southampton). You will need the email, photo identification and a check made out to the Town of Southampton to receive permit decals.